

## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 160-1	Subject: STANDARDIZED OFFENDER DRUG SCREENING / TESTING PROGRAM	
Reference: DOC 3.1.20		
45-9-102, MCA; 46-18-207, MCA; 53-1-203, MCA		Page 1 of 7
		Revision Dates: 09/10/01; 03/01/05;
		08/01/05; 06/12/06; 10/27/06; 02/02/07;
Effective Date: 06/01/00		10/01/13; 03/14/14
Signature / Title: /s/ Ron Alsbury, Probation & Parole Bureau Chief		

## I. BUREAU DIRECTIVE:

The Probation & Parole Bureau will strive to maintain zero tolerance regarding the unauthorized use and abuse of controlled or prohibited substances by adult offenders; therefore, Bureau employees will follow established procedures for drug testing and screening.

## II. DEFINITIONS:

Bureau - The Montana Probation & Parole Bureau.

<u>Cause</u> – Any indication that an offender may be using an unauthorized substance or any substance in an unauthorized manner. Such indication may be direct (observed by a staff person), hearsay (relayed through other individuals), circumstantial (perceived via reasonable inference), or self-admission.

<u>Confirmatory Testing</u> – Refers to a laboratory testing process performed by the Montana Forensic Science Division, State Crime Lab to confirm the presence of a drug or molecule within a testing sample. Used when offender does not admit to drug use after receiving a positive sample result.

<u>Department</u> – The Montana Department of Corrections.

<u>Drug</u> – Any substance described in §50-32-101, MCA, or any substance taken through any means of administration, which alters the mood, the level of perception, or brain functioning. Such substances range from prescription medications to illegal substances, as well as alcohol, synthetic intoxicants and solvents.

<u>Drug Testing</u> – The chemical analysis of urine using specialized equipment and techniques to identify the presence of a drug or drug metabolite collected from an individual.

<u>DTC-Drug Testing Coordinator</u> – Staff person selected by the Department Director and responsible for overseeing and tracking the Department-wide offender drug testing program.

<u>DTL-Drug Testing Liaison</u> – The staff person designated by the appropriate administrator to coordinate facility/program drug testing and reporting functions with the DTC.

<u>OMIS-Offender Management Information System</u> – The Department's electronic data collection and reporting system.

<u>Positive Sample</u> – An initial screen and/or a confirmatory screen showing the presence of a controlled or prohibited substance meeting or exceeding levels determined by the American Bio Medica Corporation.